

Facilitator — February/March 2015



Work Smarter

Terry Byerly

Apps to help maximize your online security and increase productivity

Welcome to another edition of Wet Your APPetite, where we highlight smartphone and tablet applications that will help the facility professional be more productive, organized and effective and maybe even provide a little fun along the way. We feature apps that fall into one of the following categories: social, commerce, facilities, travel, organization or productivity.

In this edition of Facilitator, we will review two apps that made PCMagazine's "10 Must-Have iPhone Apps" list. These apps can help you be more productive and organized at the workplace and in your personal life.

This is the fifth edition of Wet Your APPetite, and we still need new recommendations from our readers. We would love to hear from you! If you discover any apps you would like to suggest for future issues, please send them to apps@rfmaonline.com. If we use your recommended app in the article, we will be sure to recognize you for the suggestion and you will receive a small token of our appreciation.

Thanks for checking out Wet Your APPetite. See your next issue for more helpful apps for the facility professional.

LastPass(Organization)

LastPass is an award-winning password manager that stores all of your passwords securely and gives you access to them from any computer or mobile device. Once you create a master password, LastPass will store all your other passwords. If you have a newer iPhone, you can use the TouchID feature and not even have to type your master password.

The days of having to remember multiple login passwords are gone forever. If you tend to use the same password for every login (which is not recommended!), now you can improve your security by having unique passwords with extremely strong security that you will not have to remember. LastPass also lets you create secure notes with your memberships, credit cards and other sensitive data. If you don't already have a password manager, I highly recommend you install one.

LastPass is available on both Apple and Android operating systems. You can try LastPass for free for two weeks and then sign up for its \$11.99 per year service. The latest version (3.1.3) in the App Store and on Google Play has a 4+ star rating.

My Favorite Features:

- Works with TouchID fingerprint scanner on newer iPhones.
- Auto-fills passwords when logging onto websites.
- You can set unique passwords for all your logons, and it is extremely safe.

SwiftKey(Productivity)

SwiftKey (TouchType LTD) is a smart keyboard that learns your writing style and the way you type, enabling it to accurately predict your next word and offer auto-correction that is customized for the user. With SwiftKey "Flow" (Apple products only), you can swipe your finger in a continuous motion near the keys you want and SwiftKey suggests what you're trying to type. You can even type in two different languages at once without changing any settings.

SwiftKey is available for free and supports Apple and Android products. The latest version (1.0.3) in the App Store and on Google Play has a 4+ star rating. Keep in mind, if you are using an Apple product you will have to upgrade

to the new iOS8 to install this custom keyboard.

My Favorite Features:

- Inserts missed spaces for you.
- SwiftKey “Flow” offers speedy swipe typing from letter to letter instead of typing.
- The more you use it, the smarter SwiftKey gets in predicting and autocorrecting.

Terry Byerly is the Senior Manager of Facilities for Pizza Hut and has 16 years of experience in facilities maintenance. Byerly currently serves on the RFMA Advisory Council and has a bachelor’s degree in Information Systems.